

Appeal

Rapid Response Fund 2012 – GRRF12

Total Appeal Target: US\$ 1,300,000

Balance Requested from ACT Alliance: US\$ 1,050,000

Geneva, December 16, 2011

Dear Members,

Subject: Request for Rapid Response Fund and Rapid Support Team Contributions

The Rapid Response Fund (RRF) is a global fund of the ACT Alliance administered by the ACT Secretariat. The Rapid Support Team (RST) is a team of persons who can be rapidly deployed to an emergency location to assist ACT members in an emergency response. Funds for the RRF and RST are provided by ACT Alliance members on the basis of an annual request. From 2009-2011, funds for the RRF and RST were requested separately, but commencing 2012, the RRF and RST have been consolidated in to one appeal as follows;

[A] RAPID RESPONSE FUND – APPEAL TARGET US\$1,180,000

1. PURPOSE

The purpose of the RRF is to provide one-time financial resources to a member or members of the ACT Alliance, normally in the first days following a **small-scale emergency**, to facilitate the member(s)' immediate small-scale emergency response in saving lives, over a time period not to exceed three months. The response will be gender-sensitive. The emergency could be of a rapid onset nature (e.g., earthquake or flood) or of a complex humanitarian character (e.g., refugee or internal displacement situation, resulting from breakdown of social, political and economic systems). On an exceptional basis, RRF funding can be requested to respond to a slow-onset emergency.

2. CRITERIA AND PARAMETERS FOR USE

Criteria:

- The RRF must be channelled towards life-saving actions related to the emergency (e.g., food, nutrition, health, water/sanitation, clothing, shelter, household kits, psychosocial activities, and necessary transport/logistics, staff and support costs).
- RRF activities must be completed within three months.
- RRF requests must be made in accordance with ACT Alliance policies and principles.
- The RRF request should be submitted within two days of the occurrence of the emergency, and will be approved within 24 hours of receipt by the ACT secretariat.

- A modest amount of up to 5% of the RRF may be used for member/forum emergency assessment activities and preparation of audit reports.
- RRFs will be used in small-scale emergencies, where a one-time transfer of RRF funds combined with locally available resources will be sufficient to meet the needs of that emergency. An RRF is usually not followed by an appeal proposal.
- In cases where the RRF leads to an appeal (e.g., if the magnitude of the emergency is greater than originally thought), then the initial RRF funding will be treated as a funding advance. This means that once funds for the appeal are received, the ACT secretariat replenishes the advance from Appeal funds until the full amount has been recovered.
- RRF funds may be used to cover the cost of replenishment of a member's in-country stocks which were used in the emergency response.
- Only one RRF per emergency will be issued. Accordingly, when there is more than one ACT Alliance member in the country, there should be consultation among members (and within the forum) prior to the RRF submission being sent to the ACT secretariat.
- The RRF request should be endorsed by the forum (where a forum exists in the country), or by all ACT members in the country if there is no forum.

Who may request RRF funding:

Any ACT Alliance member from the global south and The Lutheran World Federation

- which is planning to implement an emergency response in the affected country
- which has signed the Membership Cooperation Agreement and is in good standing (e.g., positive compliance with reporting requirements from previous ACT emergency response), and
- which requires additional financial resources for the emergency response.

Amount:

- The maximum RRF per emergency will be US\$ 60,000.
- In emergencies where needs may be greater, where there are several members implementing emergency response activities and/or where US\$ 60,000 may not suffice to carry out effective initial response, a higher amount may be proposed and authorized as an RRF to a limit of US\$ 100,000, at the discretion and on the exceptional approval of the ACT Alliance general secretary.
- Any unspent balance from the RRF implementation must be returned to the ACT secretariat.
- Funds available to the ACT secretariat to administer the RRF are limited. Utmost care, coordination and consultation will be checked by ACT secretariat staff with members requesting the RRF to ensure the wisest utilization of these funds.
- The ACT secretariat encourages, and welcomes, contributions from interested members towards a specific emergency and specific RRF (in addition to members' annual contributions to the global RRF fund), in order to maintain sufficient funds in the global RRF fund.

Reporting by members who receive RRF funds:

- At the end of the first month following the emergency, the member(s) receiving RRF funding will submit a situation report (sitrep) to the ACT secretariat, using the ACT sitrep format. Members are encouraged to accompany the sitrep with photos and human interest stories.
- A final report (narrative and financial) will be prepared by the member(s) and submitted to the ACT secretariat within 60 days of completion of RRF activities, following the ACT appeal and RRF reporting guidelines and ACT appeal and RRF financial report format.
- Expenditure will be reported against the original budget headings. The US\$ equivalent MUST be shown alongside with local currency reporting as was done in the budget.
- An audit report is required by the ACT secretariat if one member receives US\$ 50,000 or more for an RRF. The audit report should be submitted within 90 days of completion of RRF activities.
- If a member receives less than US\$ 50,000, an audit report does not need to be submitted to the ACT secretariat. However, the member must include the RRF funds in the annual audit of the member

organization. Income and expenditure incurred on the RRF should be clearly distinguished and identifiable from the annual audit report. While ACT will not be requesting these audit reports on a regular basis, the member must be able to produce the annual audit report upon request by the ACT secretariat.

- Reports submitted to the ACT secretariat by members receiving RRF funds are not automatically sent to the alliance but can be made available upon request.
- In the case that funds were contributed by a member towards a specific RRF project, final financial and narrative reports (including audited financial statements where applicable) that are received from the member(s) implementing the RRF, will be shared with the ACT funding member.

Reporting by the ACT secretariat:

- The ACT secretariat will prepare and disseminate a summary report (narrative and financial) for the alliance on the use of RRF funds during the period January-June and July-December of a given year.
- The ACT secretariat annual audit report will include the RRF. The annual audit report will be disseminated to all members within six months of the completion of the year.

[B] ACT RAPID SUPPORT TEAM - APPEAL TARGET US\$120,000

The purpose of the ACT Rapid Support Team (RST) is to support and assist members of the ACT Alliance, in implementing a rapid, timely, gender-sensitive and effective emergency response in the first weeks and months following an emergency. The ACT Rapid Support Team is one of the humanitarian emergency Rapid Response Mechanisms available to members of the ACT Alliance. It is a team of persons who can be rapidly deployed to an emergency location to assist ACT members in the emergency response. The RST was launched on 15 September 2009 replacing the Coordination Assessment Team (CAT) - of ACT International. The RST is coordinated by the ACT Secretariat, and the RST roster is administered by ACT member Norwegian Church Aid. The RST roster comprises 38 persons, emergency professionals in their fields, and all nominated by ACT members. They cover seven different specializations:

- Coordination
- Programme Support
- Security
- Community-based psychosocial support
- Finance
- Communications
- Logistics
- Protection

Activities lined up for 2012 are:

- Recruit RST members for the protection category and additional members from the global south including additional members.
- Develop training modules for 4 specific roster categories
- Deploy RST roster members upon request from members.
- Document lessons learnt, share with roster & apply
- Ensure that RSTs can be clearly identified as ACT,
- Preposition visibility materials with roster and ensure RST staff have necessary RST equipment
- Develop and maintain an e-group for the roster

RST Budget 2012

	<u>US\$</u>
Training modules (4 x 5,000)	20,000
Recruitment of RST members	5,000
Deployments	56,500*
Debriefing communication costs	1,500
RST equipment (smoke detectors, SAT phones, etc.)	10,000
Visibility materials	25,000
RST insurance	<u>2,000</u>
	120,000
	=====

* In principle, RST deployments are financed through the appeal. The funds requested above are to act as advance funding for RSTs and also to cover deployments that do not eventually lead to an appeal or when sufficient funding is not subsequently received from an appeal.

GRRF12 Fund request:

The appeal target for the RRF is \$1,180,000 and for the RST is \$120,000. Therefore total appeal target is \$1,300,000.

In 2010, ACT disbursed \$916,138 from the RRF fund corresponding to 17 RRF payments. In 2011 up to now, ACT has disbursed \$691,190 corresponding to 15 RRF payments.

For the RST, no expenditure was incurred in 2010 and in 2011 up to now, \$51,672 has been incurred.

At present, ACT has a balance (cash + pledges) of \$330,537 in the Rapid Response Fund 2011. The 2011 final balance that will be carried forward to 2012 will depend on how many more RRF payments are made in December 2011. We are anticipating a balance of \$250,000 by year end, hence the reason why the balance requested for 2012 is set at \$1,050,000.

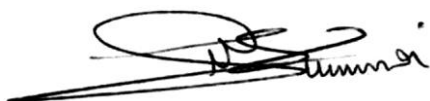
Kindly send your contributions to GRRF12 to the following ACT bank account:

Account Number: 240-432629.60A (USD)	or	Account Number: 240-432629.50Z (Euro)
IBAN No: CH46 0024 0240 4326 2960A		IBAN No: CH48 0024 0240 4326 2950Z
Swift Code: UBSWCHZH80A		
Account Name: ACT Alliance		
Bank Name and Address:	UBS SA	
	PO Box 2600	
	1211 Geneva 2	
	SWITZERLAND	

Please inform the Chief Finance Officer Jean-Daniel Birmelé (direct tel. +41 22 791 60 38, e-mail address jbi@actalliance.org) of all pledges/contributions.

For further information please contact:

ACT Deputy General Secretary, Rebecca Larson (phone +41 22 791 6069 or mobile +41 79 376 1711)



John Nduna
General Secretary
ACT Alliance Secretariat